

## INSTRUCTIONS FOR COMPLETING THE FREP STATEMENT OF WORK (SOW)

1. **TITLE** - Provide a title for the scientific effort. Generic titles that do not at least indicate the area of research should be avoided.
2. **OBJECTIVE(S)** - State the objective(s) or desired results. Include background information necessary to fully describe the technical problem.
3. **SPECIFIC TASKS** - This section should clearly describe the work to be accomplished. Using a numbered or bulleted list, describe the tasks to be performed by the faculty member using verbs such as study, investigate, analyze, interpret, evaluate, assess, etc.
4. **REPORTING REQUIREMENTS** - At a minimum, this paragraph must state that a final report summarizing the work performed and the results and conclusions derived shall be submitted to the COR at the sponsoring agency and to the Scientific Services Program (SSP). Sponsors should also indicate the number of report copies desired, report due date and any format requirements. Reports generated by subcontractors shall not be released for publication or dissemination without the ARO Contracting Officer's written approval following coordination with the COR. NOTE: The COR receives, inspects, and accepts all technical reports.
5. **WORK DAYS, LOCATION and PERIOD OF PERFORMANCE** - a.) The total number of working days for the entire effort may not exceed 60. Up to 50% of the total number of working days can be spent at the faculty member's home office. b.) Indicate a preferred start and end date for the period of performance. The period of performance may not exceed 12 months.
6. **TRAVEL** - Estimate the number of round trips from the selected candidate's home office to the government work site and the length of each stay. Travel to conferences and/or other laboratories for the purpose of obtaining data or presenting research results directly related to this effort must be included in this section.
7. **SECURITY** - Check the level of security clearance required for this effort. When a non-escort badge is required, the sponsoring organization is responsible for processing a National Agency Check (NAC).
8. **HUMAN SUBJECTS** - State whether human subjects are, or are not, to be used in this study.
9. **CONTRACTING OFFICER'S REPRESENTATIVE (COR)** - Provide the name, postal and email addresses and telephone numbers of the scientist or technical person (COR) who is sponsoring the faculty member. The COR is responsible for monitoring the progress of this effort and must approve all invoices for the time worked.
10. **ADMINISTRATIVE CONTRACTING OFFICER'S REPRESENTATIVE (ACOR)** - Provide the name, postal and email addresses and telephone number of another person at the sponsoring agency who is familiar with the work to be performed. This individual will be able to approve invoices in the absence of the COR.
11. **\*RECOMMENDED FACULTY MEMBER** - Provide the full name and address of the recommended faculty member to perform the work. The faculty member must be a U.S. citizen employed by an accredited college or university in the U.S. as a full, associate, or assistant professor.
12. **COST ESTIMATE WORKSHEET** - The daily rate for FREP tasks are based on a graduated schedule: Assistant Professors-\$250 per day; Associate Professors-\$290 per day; Full Professors-\$330 per day. In addition, travel expenses to/from the laboratory and per diem are reimbursed in accordance with the current Federal Travel Regulations. Other project related materials or supply expenses may also be considered.
13. To initiate a FREP task, send the following to:

Email the Statement of Work to Kim Walker, [walkerkm@battelle.org](mailto:walkerkm@battelle.org) (Tel: 919-933-7209, Fax: 919-933-7256)

FAX the MIPR documentation to Kim Foushee at 919-549-4388. [kim.foushee@us.army.mil](mailto:kim.foushee@us.army.mil), Tel: 919-549-4352

\* If no faculty member is recommended, the SSP will solicit applications from those listed in the FREP database. Please contact Kim Walker for more details.

**2005 U.S. ARMY FACULTY RESEARCH & ENGINEERING PROGRAM (FREP)**  
**Statement of Work (SOW)**

1. TITLE:
2. RESEARCH OBJECTIVE:
3. SPECIFIC TASKS:
4. REPORTING REQUIREMENTS: One copy of a final report summarizing the work performed and results achieved shall be sent to the COR no later than 30 days after the period of performance. One copy of the final report shall also be sent to Battelle-SSP.
5. WORK DAYS, LOCATION and PERIOD OF PERFORMANCE:
  - a. The total number of working days is estimated to be \_\_\_\_\_ of which \_\_\_\_\_ days will be spent at the government sponsoring organization and \_\_\_\_\_ will be spent at the faculty member's home office.
  - b. The period of performance is \_\_\_\_\_ (start date) - \_\_\_\_\_ (end date).
6. TRAVEL: (Include destinations, lengths of stay, and number of trips):
7. SECURITY: (Check one of the following)  
☐ Unclassified      ☐ Confidential      ☐ Secret      ☐ Top Secret
8. HUMAN SUBJECTS:      ☐ Yes      ☐ No
9. CONTRACTING OFFICER'S REPRESENTATIVE (COR):

Name:  
Command Name:  
Organization Name:  
Office Symbol:  
Street Address:  
City, State, Zip Code:  
Telephone: DSN \_\_\_\_\_ ; Comm.  
Fax:  
EMAIL:

10. ADMINISTRATIVE CONTRACTING OFFICER'S REPRESENTATIVE:

Name:  
Command Name:  
Organization Name:  
Office Symbol:  
Street Address:  
City, State, Zip Code:  
Telephone: DSN \_\_\_\_\_ ; Comm.  
Fax:  
EMAIL:

11. RECOMMENDED FACULTY MEMBER:

Name:  
University:  
Address:  
City, State, Zip Code:  
Telephone:  
EMAIL:

12. COST ESTIMATE WORKSHEET:

1. MIPR/Funding Authorization Number:

3. Estimated cost for Materials (including travel):
4. Subtotal:
5. ARO Overhead - 0% \*
6. Total Cost:

\* (Effective February 1, 2005 ARO has waived the overhead charge until mid-FY06. If a larger than anticipated increase in volume occurs prior to FY06, the reinstatement may be earlier.)